



RAJASTHAN STATE GANGANAGAR SUGAR MILLS LIMITED
(A Government of Rajasthan Undertaking)
Corporate Identity Number (CIN):U15421RJ1945SGC000285
Regd. Office & H.O: 4th Floor, Nehru Sahkar Bhawan, Bhawani Singh Road,
JAIPUR – 302 006 (Rajasthan)

Recruitment of ASSISTANT ACCOUNTS CLERK

Rajasthan State Ganganagar Sugar Mills Ltd., (RSGSML) is the oldest PSU of State Government under administrative control of Finance Department, Government of Rajasthan. The Company carries out production and sales of Country Liquor and Heritage Liqueur in the State along with operation of a Sugar plant and Distillery at Sri Ganganagar.

- (1) Online Applications are invited for appointment as Assistant Accounts Clerk. The selected candidate will be governed by service rules of the Company and/or respective law and related provisions as applicable. The selected candidate is required to be stationed at Head Office, Jaipur, Sugar Factory, Kaminpura, Sri Ganganagar District or at any other place in Rajasthan related to business of the Company at the discretion of the management.

Name of the post- Assistant Accounts Clerk (Total Posts- 13)			
Category	Total Post	Male/Female	Female
Un-Reserved	09	07	02
BC	01	01	—
SC	01	01	—
ST	02	02	—
Horizontal Reservation:- Ex-Serviceman - 01			

*The no. of substantive vacancies may be increased/decreased at the discretion of the management.

Explanatory Notes on Reservation

a) Reservation for different categories has been worked out as per the extent reservation policy of Government of Rajasthan and as per the vacancies available in RSGSM for the post. Category & sub-categories (like Divorced/ Widow, PD, Sports Person, etc.) for which number of reserved posts worked out to be Nil, have not been depicted in the Table at Section .

b) Candidates, who wish to avail reservation under any category, will be required, before being selected/ appointed, to submit relevant certificate in support of their reservation. They are not required to attach such certificate or copy thereof with the online Application, but whenever required they will have to produce a valid certificate issued on or prior to the document verification, failing which the benefits applicable to that category will not be permissible.

Reservation for SC/ST/BC/MBC:

- i) Posts reserved for SC/ST/BC/MBC are meant only for candidates belonging to Rajasthan and are not available to candidates from outside Rajasthan. The candidates of SC/ST/BC/MBC belonging to states other than Rajasthan will not be considered as SC/ST/BC/MBC for the purpose of this recruitment; they will be treated as General (Open Competition) category candidates for all purposes and will not be entitled to any benefit applicable to SC/ST/BC/MBC.
- ii) The candidates applying against vacancies reserved for SC/ST category candidates shall be required to produce a valid Caste/Tribe Certificate issued by a competent authority of the Government of Rajasthan. A married woman candidate, who wants to avail reservation under this category, will have to produce a valid Caste/Tribe Certificate issued on the basis of the name of her father. Certificate issued on the basis of name of her husband will not be accepted.
- iii) In the event of non-availability of the eligible and suitable candidates amongst the Scheduled Castes and the Scheduled Tribes of Rajasthan, as the case may be, the vacancies so reserved for them shall be carried forward until such suitable Scheduled Castes or Scheduled Tribes candidates, as the case may be, are available.

For BC

- iv) Other Backward Classes category includes all the classes declared as Backward Classes (BC) by the Government of Rajasthan, by notification in the Official Gazette.
- v) Posts reserved for BC category are available only to Non-Creamy Layer BC category candidates of Rajasthan. Creamy Layer BC category candidates of Rajasthan shall be treated as General (Open Competition) category candidates.
- vi) The candidates applying against vacancies reserved for BC category candidates shall be required to produce a valid BC certificate of Non-Creamy Layer issued by a competent authority of the Government of Rajasthan. A married woman candidate who wants to avail reservation under this category, will have to produce a valid BC certificate of Non Creamy Layer issued on the basis of names, residence and income/wealth of her parents (both father and mother); and certificate issued on the basis of name, residence and income/wealth of her husband will not be accepted.
- vii) In the event of non-availability of the eligible and suitable candidates amongst Other Backward Classes of Rajasthan, the vacancies so reserved for them shall not be carried forward and such posts will be filled in accordance with the normal procedure, from outside this category.

Reservation for Women: Reservation of vacancies for woman candidates is within a category (Gen/SC/ST/BC/MBC) and reservation of vacancies for widows is within women of that category. Clarification: In the event of non-availability of the eligible and suitable woman candidates in any category (Gen/SC/ST/BC/MBC), the vacancies so reserved for them shall be filled by male candidates from the same category and such vacancies shall not be carried forward to the subsequent year.

Reservation for Ex-Servicemen: i) An Ex-Serviceman shall mean a person so defined in the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, as amended from time to time, and shall have acquired this status by the Last Date for Submission of Applications, . ii) Reservation for Ex-Servicemen shall be treated as horizontal reservation, i.e., reservation to Ex-Servicemen belonging to any category (Gen/SC/ST/BC/MBC) will be adjusted within the category to which the selected Ex-Serviceman candidate belongs. iii) Vacancies reserved for Ex-Servicemen shall be filled in from other sources, if the eligible and suitable candidates of this category are not available through this cycle of recruitment, in accordance with the provisions of the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988; and such vacancies shall not be carried forward. iv) Dependents of Ex-Servicemen shall not be entitled to any benefit applicable to Ex-Servicemen.

(2) Remuneration/Salary:

Candidates on appointment, will be initially engaged as "Probationer Trainee" for a period of two years and during the period of Probation Trainee they will be paid consolidated remuneration @ Rs 14600 per month. On successful completion of probation training period, their pay will be fixed in the Pay Matrix level L-5 (Rs. 5200-20200 with Grade Pay of Rs. 2400 as per the Sixth Pay Commission).

(3) Educational Qualification as on 01.07.2018

- A candidate must hold a degree in Commerce from a University established by Law in India or a Foreign University declared by the Government in consultation with the Commission to be equivalent with a degree of a University established by Law in India.
OR
Inter CA/Inter ICWA/DCWA
- &
- O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Or Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.
Or
- Diploma in Computer Science/Computer Applications of a University established by Law in India or of an institution recognized by the Government.
Or
- Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.
Or
- Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

(4) Disqualification for appointment:

- (a) No male/female candidate, who has more than one wife/husband, living shall be eligible for appointment.
- (b) No female candidate, who is married to a person having already a wife living, shall be eligible for appointment unless the Organization after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of the regulation.
- (c) No married candidate shall be eligible for appointment if he/she had, at the time of his/her marriage, accepted any dowry.
Explanation: For the purpose of this sub-regulation, "Dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961)
- (d) No candidate shall be eligible for appointment who has more than two children on or after 01.06.2002.

Provided that :-

- (i) the candidate having more than two children shall not be deemed to be disqualified for appointment so long as the number of children he/she has on 1st June, 2002, does not increase.
- (ii) Where a candidate has only one child from earlier delivery but more than one child are borne out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.

- (iii) While counting the total number of children of a candidate, the child borne from earlier delivery and having disability shall not be counted. Provided also that any candidate who performed remarriage which is not against any law and before such remarriage he/she is not disqualified for appointment under the above provisions, he shall not be disqualified if any child is borne out of the single delivery from such remarriage.

(5) Character:

The character of candidate for appointment must be such as to qualify him for employment in the service.

(6) Physical Fitness:

Candidates must be in good mental or bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his/her duties as a member of service and if selected, must have to produce a certificate to that effect from a Medical Authority as may be notified by the RSGSML for the purpose.

(7) Age:

Minimum age of 18 years and Maximum age limit is 40 years as on 1st July, 2018 for the post.

Provided that: i) the upper age limit mentioned above shall be relaxed -

(a) by 5 years in the case of male candidates belonging to the Scheduled Castes, Scheduled Tribes, Backward Classes and Most Backward Classes,

(b) by 5 years in the case of woman candidates belonging to general category and Economically Backward Classes,

(c) by 10 years in the case of woman candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes and Most Backward Classes.

(d) by 10 years, 13 years & 15 years for the person with disability (PH) candidate belonging to general category, BC/MBC category, ST/SC category respectively.

(e) There is no age limit in case of widow & Divorcee. In the case of widow, she will have to furnish a certificate of death of her husband from the competent authority and in the case of divorcee, she will have to furnish the proof of divorce.

Other Age Relaxation-

1.	भूतपूर्व कैदी जो दण्डित होने से पूर्व सरकार के अधीन किसी पद पर Substantive रूप से कार्य कर चुका हो और इन नियमों के तहत नियुक्ति के योग्य था, के मामले में उपरोक्त अधिकतम आयु सीमा लागू नहीं होगी। The upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under Government on a substantive basis on any post before conviction and was eligible for appointment under the rules,
2.	अन्य भूतपूर्व कैदी जो दण्डित होने से पूर्व अधिकायु का नहीं था और इन नियमों के तहत नियुक्ति के योग्य था, के मामले में कारावास में व्यतीत की गई अवधि के बराबर छूट होगी। The upper age limit mentioned above shall be relaxed by a period equal to the term of imprisonment served in the case of an ex-prisoner who was not over age before his conviction and was eligible for appointment under the rules
3.	राजस्थान राज्य के कारोबार में Substantive रूप से सेवारत व्यक्तियों के मामले में अधिकतम आयु सीमा 40 वर्ष होगी। The upper age limit for persons serving in connection with the affairs of the State in substantive capacity shall be 40 years.
4	पंचायत समितियों तथा जिला परिषदों और राज्य के पब्लिक सेक्टर उपक्रमों/निगमों के कार्य कलापों के सम्बन्ध में

	<p>Substantive रूप से सेवारत व्यक्तियों के लिए अधिकतम आयु सीमा 40 वर्ष होगी। The upper age limit for persons serving in connection with the affairs of panchayat samities and zila parishads and in the State Public Sector undertakings/Corporations in substantive capacity shall be 40 years.</p>
5	<p>एन.सी.सी. के कैडेट इन्स्ट्रक्टर के मामले में उतने ही काल की छूट होगी जितनी सेवा उन्होंने एन.सी.सी. में की होगी बशर्ते परिणमित आयु अधिकतम आयु सीमा से 3 वर्ष से अधिक नहीं होगी तो उन्हें निर्धारित आयु सीमा में ही समझा जावेगा। The upper age limit mentioned above shall be relaxable by a period equal to the service rendered in the N.C.C., in the case of cadet Instructor and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they shall be deemed to be within the prescribed age limit.</p>
6	<p>रिलीज्ड इमर्जेन्सी कमीशण्ड ऑफिसर्स/शोर्ट सर्विस कमीशण्ड ऑफिसर्स सेना में कमीशन ग्रहण करते समय यदि इस पद के लिए आयु सीमा में थे, तो उन्हें सेना से रिहा होने के बाद RSGSM के समक्ष उपस्थिति के समय आयु सीमा में ही समझा जाएगा चाहे वे आयु सीमा पार कर चुके हों, यदि वे सेना में कमीशन ग्रहण करते समय इस प्रकार पात्र थे। The Released Emergency Commissioned Officers and Short Service Commissioned Officers after release from the Army shall be deemed to be within the age limit even though they have crossed the age limit when they appear before RSGSM had they been eligible as such at the time of their joining the Commission in the Army.</p>
7	<p>रिजर्विस्टों अर्थात् रिजर्व में स्थानान्तरित रक्षा कार्मिकों और भूतपूर्व सेना कार्मिकों के लिए अधिकतम आयु सीमा 50 वर्ष होगी। The upper age limit for the reservist; namely the defence personnel transferred to the reserve and the ex-service personnel shall be 50 years</p>

Note- (a) Provided also that no candidate can claim age relaxation in more than one of the cases listed.

(b) Provided also that the candidates of SC/ST/BC/MBC belonging to states other than Rajasthan will not be entitled to any age relaxation applicable to male or woman candidates of SC/ST /BC/MBC.

(8) Procedure of submitting Online Applications and depositing Application Fee (Non-refundable).

(a) All eligible candidates are required to apply online on the link mention below from.
<https://www.rajexcise.gov.in/RSGSM/Website/Default.aspx>
Application through any other mode will not be accepted.

(b) Before applying online, every candidate should:

- scan self photograph and signature, ensuring that the photograph and signature both adhere to the required specifications as given under Guideline for scanning and uploading the photograph and signature; and
- have a valid personal email ID and mobile number. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile number before applying on-line and must maintain live/valid that e-mail account and mobile number throughout this recruitment process. Intimation will be sent to candidates to download call letters for the Examination, etc. through the registered e-mail ID. RSGSML will not be responsible for bouncing back of any e-mail/SMS sent to candidates.

(c) Submitting online Application form:

- Candidates will have to go to website-
<https://www.rajexcise.gov.in/RSGSM/Website/Default.aspx> and click on the option "APPLY ONLINE" which will open a new screen.

- (ii) To register application, choose the tab "CLICK HERE FOR NEW REGISTRATION" and enter Name, Contact details and Email-ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email and SMS indicating the Provisional Registration number and Password will also be sent.
- (iii) In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the "FINAL SUBMIT" button.
- (v) The Name of the candidate or his/her Father/Husband, etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- (vi) Validate details and save application by clicking the "Validate your details" and "SAVE AND NEXT" button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specification given in the Guidelines for "Scanning and Uploading of Photograph and Signature" detailed hereunder.
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click the "Preview Tab" to preview and verify the entire application form before "FINAL SUBMIT".
- (x) Modify details, if required, and click on "FINAL SUBMIT" only after verifying and ensuring that the photograph & signature uploaded and all other details filled are correct.
- (xi) Click on 'Payment' Tab and proceed for payment of 'Fee'.
- (xii) Click on 'SUBMIT' button.

(d) Application fee:

- | | |
|--|-----------------------------------|
| (i) For SC/ST candidates of Rajasthan- | Rs. 295/- (incl. GST @18%) |
| (ii) For Non-Creamy Layer BC/MBC candidates of Rajasthan- | Rs. 413/- (incl. GST @18%) |
| (iii) For all other candidates - | Rs. 531/- (incl. GST @18%) |
| (iv) For the candidates (of any category), if annual family income is less than 2.50 L | Rs. 295/- (incl. GST @18%) |

Those candidates whose annual family income is less than Rs.2.50 Lakh and are depositing Rs.295/- as application fee on this ground, will have to produce documents in support of their annual family income at the time of documents verification.

(e) Payment of Fee:

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets.
- (iii) After submitting payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an "E-Receipt" will be generated.

- (v) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the "E-Receipt" and "Online Application Form." Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users:- All charges are listed in Indian Rupee.
- (viii) To ensure the security of data, close the browser window, when one transaction is completed.
- (ix) There is facility to print application form containing fee details after payment of fee.

(f) Centre for Written Competitive Examinations:

Examination centre/centres will be Jaipur (Rajasthan)

1. However, RSGSML reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
2. RSGSML also reserves the right to allot the candidate to any centre . No request for change of centre/venue/date/session for Examination shall be entertained
3. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and RSGSML will not be responsible for any injury or losses etc. of any nature.

(g) Guidelines for Scanning and Uploading of Photograph (4.5 cm x 3.5 cm) & Signature:

(i) Photograph Image:

- Photograph must be a recent passport style colour picture with front view.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself - in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb.
- Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) Signature Image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letters and attendance sheet at the time of examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)

- Size of file should be between 10 kb – 20 kb
- Ensure that the size of the scanned image is not more than 20 kb
- Signature in CAPITAL LETTERS shall NOT be accepted.
- (iii) **Scanning the photograph & signature:**
 - Set the scanner resolution to a minimum of 200 dpi (dots per inch)
 - Set Colour to True Colour.
 - File Size as specified above.
 - Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above.)
 - The image file should be JPG or JPEG format. An example file name is: image 01.jpg or image 01 jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
 - Candidates using MS Windows/MS Office can easily obtain photo and signature in jpeg format not exceeding 50kb & 20 kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in jpg format by using "Save as" option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size in the 'Image' menu. Similar options are available in other photo editor also.
 - If the file size and format are not as prescribed, an error message will be displayed.
 - While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.
- (iv) **Procedure for Uploading the Photograph and Signature**
 - There will be two separate links for uploading Photograph and Signature
 - Click on the respective link "Upload Photograph/Signature"
 - Browse and select the location where the scanned Photograph/Signature file has been saved.
 - Select the file by clicking on it.
 - Click the 'Open/Upload' button.
- (v) Online Application will not be registered unless photograph and signature uploaded as specified.
- (vi) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.
- (vii) After registering online candidates are advised to take a printout of their system generated online application forms.
- (viii) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(h) Downloading of Call Letter:

- (i) Candidates will have to visit website <https://www.rajexcise.gov.in/RSGSM/Website/Default.aspx> for downloading call letters for online tests. Intimation for downloading call letter will be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination

centre with (i) Call Letter (i) Photo Identity Proof as stipulated below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

- (ii) Candidates reporting late i.e. after the reporting time specified in the call letter of Exam will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **170 minutes**, candidates may be required to be at the venue for 04 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

(i) Candidate Biometric verification:

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured..etc.), ensure to thoroughly wash them so that coating is completely removed before the exam/ joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

Selection procedure and preparation of Merit:

(i) Online Examination will be in two parts:

Part-A relating to general issues and is only for **qualifying** to become eligible for consideration. IBPS shall not recommend any candidate who has failed to obtain **40 % marks in Part-A**. However relaxation in minimum marks upto 5% shall be available to SC/ST category candidates & Ex-serviceman.

S.No.	Name of the Tests (Not in Sequence)	No. of Questions	Maximum Marks	Duration
PART - A				
1.	Hindi	50	50	30 minutes
2.	English Language	50	50	30 minutes
3.	General Knowledge	50	50	20 minutes
4.	Quantitative Aptitude	50	50	35 minutes
5.	Basic knowledge of computer	50	50	20 minutes
Question papers of Part -A will be of Secondary Level.				

Part-B will be specified for knowledge of the subject/qualification related to the post & is for **preparation of merit**. IBPS shall not recommend any candidate who has failed to obtain **40 %**

marks in Part-B. However relaxation in minimum marks upto 5% shall be to SC/ST category candidates & Ex-serviceman.

PART-B				
S.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
6.	Subject Knowledge	50	80	35 minutes
Question paper of Part -B will be of Graduation Level.				

Syllabus for the post of Assistant Accounts Clerk is mentioned below in **Annexure A**.

- (ii) All tests except test of English and Hindi Language will be provided in English and Hindi. All the question will have multiple choices. Out of the five answers to a question only one will be the correct answer. You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/option that you have clicked on will be treated as your answer to that question. There will be penalty for wrong answers marked by you, 1/4th of the marks assigned to that question will be deducted as penalty.
- (iii) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

Annexure - A

प्रथम प्रश्न पत्र

1. हिन्दी (Hindi)

- संधि और संधि विच्छेद ।
- सामासिक पदों की रचना और समास-विग्रह ।
- उपसर्ग ।
- प्रत्यय ।
- पर्यायवाची शब्द ।
- विपरीतार्थक (विलोम) शब्द ।
- अनेकार्थक शब्द ।
- शब्द - युग्म ।
- संज्ञा शब्दों से विशेषण बनाना ।
- शब्द - शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण ।
- वाक्य - शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण ।
- वाच्य : कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग ।
- क्रिया : सकर्मक, अकर्मक और पूर्वकालिक क्रियाएँ ।
- वाक्यांश के लिए एक सार्थक शब्द ।

- मुहावरे और लोकोक्तियाँ ।
- अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द ।
- सरल, संयुक्त और मिश्र अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण
- कार्यालयी पत्रों से सम्बन्धित ज्ञान ।

2. अंग्रेजी (English)

- Tenses/Sequence of Tenses.
- Voice : Active and Passive.
- Narration : Direct and Indirect.
- Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Use of Articles and Determiners.
- Use of Prepositions.
- Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa.
- Correction of sentences including subject, Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.
- Glossary of official, Technical Terms (with their Hindi Versions).
- Synonyms.
- Antonyms.
- One word substitution.
- Forming new words by using prefixes and suffixes.
- Confusable words.
- Comprehension of a given passage.
- Knowledge of writing letters : Official, Demi Official, Circulars and Notices, Tenders.

3. सामान्य ज्ञान (General Knowledge)

राजस्थान का इतिहास, कला, संस्कृति, साहित्य, परम्परा एवं विरासत

- राजस्थान के इतिहास की महत्वपूर्ण ऐतिहासिक घटनाएँ प्रमुख राजवंश,उनकी प्रशासनिक व राजस्व
- व्यवस्था। सामाजिक-सांस्कृतिक मुद्दे,
- स्वतंत्रता आन्दोलन, जनजागरण व राजनीतिक एकीकरण
- स्थापत्य कला की प्रमुख विशेषताएँ- किले एवं स्मारक
- कलाएँ, चित्रकलाएँ और हस्तशिल्प
- राजस्थानी साहित्य की महत्वपूर्ण कृतियाँ, क्षेत्रीय बोलियाँ
- मेले, त्यौहार, लोक संगीत एवं लोक नृत्य
- राजस्थानी संस्कृति, परम्परा एवं विरासत
- राजस्थान के धार्मिक आन्दोलन, संत एवं लोक देवता
- महत्वपूर्ण पर्यटन स्थल
- राजस्थान के प्रमुख व्यक्तित्व

राजस्थान का भूगोल

- प्रमुख भौतिक विशेषताएँ और मुख्य भू-भौतिक विभाग
- राजस्थान के प्राकृतिक संसाधन
- जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता
- प्रमुख सिंचाई परियोजनाएँ
- खान एवं खनिज सम्पदाएँ

- जनसंख्या
- प्रमुख उद्योग एवं औद्योगिक विकास की सम्भावनाएँ

राजस्थान की राजनीतिक एवं प्रशासनिक व्यवस्था

- राज्यपाल, मुख्यमंत्री, राज्य विधानसभा, उच्च न्यायालय, राजस्थान लोक सेवा आयोग, जिला प्रशासन,
- राज्य मानवाधिकार आयोग, लोकायुक्त, राज्य निर्वाचन आयोग, राज्य सूचना आयोग
- लोक नीति, विधिक अधिकार एवं नागरिक अधिकार—पत्र
- राजस्थान की अर्थव्यवस्था
- अर्थव्यवस्था का वृहत् परिदृश्य
- कृषि, उद्योग व सेवा क्षेत्र के प्रमुख मुद्दे
- संवृद्धि, विकास एवं आयोजना
- आधारभूत—संरचना एवं संसाधन
- प्रमुख विकास परियोजनायें

समसामयिक घटनाएं

- राजस्थान राज्यस्तरीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय महत्व की प्रमुख समसामयिक घटनाएं एवं मुद्दे
- वर्तमान में चर्चित व्यक्ति एवं स्थान
- खेल एवं खेलकूद संबंधी गतिविधिया

4. Quantitative Aptitude (मात्रात्मक अभियोग्यता)

- Natural numbers, rational and irrational numbers and their decimal expansions, operations on real numbers, laws of exponents for real numbers, rational numbers and their decimal expansions.
- Ratio and proportion, percentage, Profit and loss, simple and compound interest, time and distance, time and speed, work and time.
- Collection of data, presentation of data, graphical representation of data, measure of central tendency, mean, mode, median of ungrouped & grouped data.

5. कम्प्यूटर के मूल सिद्धान्त (Basics of Computer)

- Introduction to Computer & Windows: Input/output Devices, Memory, PORTs, Windows Explorer
- Menu, Managing Files & Folders, Setup & Accessories, Formatting, Creating CD/DVD.
- Word Processing & Presentations: Menu Bars, Managing Documents & Presentations, Text Formatting,
- Table Manipulations, Slide Designs, Animations, Page Layout, Printing.
- Spread Sheets: Excel Menu Bar, Entering Data, Basic Formulae & Inbuilt Functions, Cell & Text
- Formatting, Navigating, Charts, Page Setup, Printing, Spread Sheets for Accounting.
- Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.
- Tally.

द्वितीय प्रश्न पत्र (Paper - II)

I - BOOK-KEEPING AND ACCOUNTANCY

1. Accounting – meaning, nature, functions and usefulness, types of accounting, accounting equation, generally accepted accounting principles, concepts and conventions.
2. Accounting process : journals and ledger leading to preparation of trial balance and preparation of final accounts with adjustments.
3. Preparation of bank reconciliation statement.
4. Rectification of errors.
5. Accounting for depreciation – need, significance and methods of providing depreciation.
6. Receipts and payments account and income and expenditure account and balance sheet.
7. Single entry system – Preparation of accounts from incomplete records.
8. Double Entry System.
9. Partnership accounts :
 - (i) Fundamentals – capital-fixed and fluctuating, adjustments for change in profit sharing ratios, revaluation of assets and treatment of goodwill.
 - (ii) Reconstitution of the firm – Admission, Retirement and Death of a partner including treatment of life policy.
10. Insurance claims.

II - BUSINESS METHODS

1. Business :- Introduction, scope and objectives; Business Ethics and social responsibilities of business.
2. Forms of Business Organisations :- Sole proprietorship, partnership and company.
3. Entrepreneurship :- Concept, importance and causes of low development of entrepreneurship in India
4. Negotiable Instruments :- Meaning and types (Promissory Note, Bills of Exchange and Cheques).
5. Sources of Business Finance.
6. Advertising :- Meaning, importance and methods.
7. Consumer rights and protection against exploitation.
8. Human resource planning, recruitment, selection and training.
9. Communication - process, barriers and suggestions to overcome barriers.
10. Discipline – Causes and suggestions for effective discipline.
11. Coordination – Importance and principles

III - AUDITING

1. Auditing : meaning, objectives, types of audit, planning and procedures, audit programme, working papers, test checking, routine checking.
2. Vouching : concepts, importance and procedures.
3. Internal Control : meaning, objectives, internal check and internal audit.
4. Valuation and verification of assets and liabilities.
5. Rights, Duties and Liabilities of Company Auditor.
6. Audit of Government Companies.
7. Audit Reports and Audit Certificates.
8. ABC Analysis

IV - COSTING, TAXATION & FINANCIAL MANAGEMENT

1. Introduction of Cost, Cost Centre & Costing
2. Cost Sheet, Valuation & issue of material

3. Marginal Costing & BEP Analysis
4. Introduction of Income Tax, Rates of Income Tax
5. TDS/TCS, advance Payment of Tax
6. Income tax from Business & Profession
7. Business Budgeting
8. Analysis of Financial Statement

(9) Verification of documents:

- (a) It shall be mandatory for the candidates to appear with the following original documents along with one set of self attested Photostat copy of the same on the date intimated for the purpose before the Committee, for verification of his/her original documents.
- (i) System generated printout of application with candidate's scanned photograph and signature;
 - (ii) Printout of the E-Receipt of fee deposited;
 - (iii) Degree/Provisional Degree issued by the University or a Certificate issued by the Institute from where such qualification is acquired by him/her in support of acquiring the requisite qualification;
 - (iv) Mark-sheet of all years/semesters issued by the University;
 - (v) Certificate/Mark-sheet of Secondary School Exam in which 'Date of Birth' of the candidate is indicated;
 - (vi) In case of Physically Handicapped candidate (Persons With Disability). Medical Certificate (indicating type & percentage of disability) issued by the concerned Competent Authority;
 - (vii) Marriage Registration Certificate issued by the Concerned Competent Authority or Affidavit (if married);
 - (viii) In case of a widow, death certificate of her husband issued by the Competent Authority.
 - (ix) In case of Divorcee, decree or certificate issued by the Court granting divorce;
 - (x) In case of married candidates, an affidavit clearly indicating name and date of birth of all children, including adopted and step children or an affidavit, if having no children on non-judicial stamp paper of Rs.50/-.
 - (xi) Certificate of good character from the competent authority of the University or Institute where last educated and two certificates written not more than six months prior to the last date prescribed for filling-up the application, from two responsible persons not connected with his School or Institute or University and not related to him;
 - (xii) An Affidavit on non-judicial stamp paper worth Rs.50/- duly attested by Notary Public that no criminal case is pending against him/her in any Court and he/she has not been convicted or any criminal case is pending against him/her, details should be mentioned in the Affidavit;
 - (xiii) Candidates already employed with Government departments/PSUs/Autonomous Bodies will have to produce 'No Objection Certificate; (NOC) from the employer at the time of joining service, if offered appointment;

- (xiv) An Affidavit on non-judicial stamp paper worth Rs.50/- duly attested by Notary Public that he/she has neither given/taken any dowry;
 - (xv) Candidates, who wish to avail reservation under any category, will be required, before being selected/ appointed, to submit relevant certificate in support of their reservation.
 - (xvi) Those candidates whose annual family income is less than Rs.2.50 Lakh and are depositing Rs.295/- as application fee on this ground, will have to produce documents in support of their annual family income
 - (xvii) Any other document, as may be intimated.
- (b) In case a candidate does not appear for verification of documents at the scheduled time and date, his/her candidature is liable to be rejected automatically.

(10) Employment of irregular or improper means:

A candidate who is or has been declared guilty of impersonation or of submitting fabricated documents which have been tampered with or of making statements which are incorrect or false, or of suppressing material information, or of using or attempting to use unfair means in the exam. Or documents verification or otherwise, resorting to any other irregular or improper means for obtaining admission to the examination shall, in addition to rendering himself liable to criminal prosecution, be debarred from admission to any examination held by RSGSML for selection of candidates.

(11) Canvassing:

No recommendation for direct recruitment and/or selection either online or oral, other than that required under the Regulations, shall be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by any means, may disqualify him for recruitment.

(12) Other Instructions:

- (a) Before applying, every candidate is required to ensure at his/her own that he/she fulfils the eligibility criteria and other conditions mentioned in the advertisement as well as on the website.
Candidate should also ensure that particulars submitted by him/her are correct in all respect.
- (b) Permission at all stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria and also presuming that all information submitted by the candidate is complete & correct. Verification of documents/checking of eligibility criteria with reference to original documents as well as other terms and conditions will be done only at the time of verification of documents.
- (c) Candidature of a candidate is liable to be rejected automatically at any stage of recruitment process if any information provided by the candidate is found incomplete/incorrect/false or he/she has suppressed any information/material fact or is not found in conformity with the eligibility criteria mentioned in the advertisement or involved in process violation. If, at any time during recruitment or even after joining service by a candidate, any of such short comings is noticed, his/her services are liable to be terminated without any notice.
- (d) On appointment, all the selected candidates will be required to furnish a Bond and Surety in support thereof as per Regulations. All terms & conditions prescribed for appointment as a Probationer Trainee shall also be applicable.

- (e) No TA/DA will be paid to any candidate for appearing in the online competitive examination and/or for documents verification.
- (f) Candidates are advised to remain in constant touch with these websites of RSGSML and regularly check their email account for information pertaining to this recruitment process. No information will be sent by post or through any other mode.
- (g) RSGSML reserves the right to cancel/restrict/modify/after the recruitment process, if needed, without issuing any notice.
- (h) Decision of RSGSML in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by the RSGSML in this behalf.
- (i) Legal jurisdiction will be Jaipur in case of any dispute.
- (j) Online queries of candidates can be resolved through <http://cgrs.ibps.in/>

IMPORTANT DATES

Date of opening Website Link for submission of Online Application Form	28.08.2018
Last Date of submission of Online Application Form	27.09.2018

**General Manager
RSGSM**